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# PAYMENT SERVICES USER MANUAL

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## PAYING AN INTERAGENCY BILLING

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### INTRODUCTION

Transactions entered in Payment Services have the same requirements as when entered directly in STARS. Generally, the process is:

1. The Billing Agency enters a transaction code (TC) 130 and sends an [IAB form](#) to the paying agency.
2. The Paying Agency enters a TC 240 or a TC 241 using the Current Document Number from the IAB form as the Invoice Number.
3. When the Payment Services transactions upload to STARS, STARS automatically generates a TC 170 for the billing agency.
  - STARS uses the Invoice Number as the Reference Document Number/Sfx.
  - STARS uses the Second Agency code to verify that the receivable and payment match.

### TO PAY AN INTERAGENCY BILLING

The billing agency will send the paying agency IAB form which has information that the paying agency will enter into Payment Services. On the **Invoice** screen, ensure that the following fiscal codes are completed in addition to the information you normally enter:

1. Enter the *billing agency's* Current Document Number and Suffix (with no spaces) in the **Invoice #** field – this is also the Document Number on the Document File.
2. In the **Document #** field, do not use the same number as the **Invoice #**.

After the invoice is created, saved, and authorized, enter the fiscal coding and cost distribution on the **Distribute** screen, ensuring that the following fields are completed:

1. For either transaction code 240 or 241, a subsidiary number in the **Subs** field indicating who you are paying.
2. For a TC 241, enter the Current Document Number that was used to set up the encumbrance in the Reference Document Number fields (**Ref Doc/Sfx**).
3. Enter the agency code of the *billing agency* in the **SecA** field.